

Falcon Drama Boosters, Inc.
BYLAWS – *Adopted 4/22/25*

Article I: Name

The name of the association shall be FALCON DRAMA BOOSTERS, INC., hereinafter referred to as the Falcon Drama Boosters. It is understood that the Falcon Drama Boosters will serve the purpose of providing a support group for the Severna Park High School (hereinafter referred to as SPHS) Drama Department and will adhere to the rules set forth by the Articles of Incorporation.

Article II: Purposes

Section 1: The objectives of the Falcon Drama Boosters are:

- A. To promote exposure to theatrical arts for the youth in school and the community and to bring into closer relation community, SPHS, and drama.
- B. To facilitate communication between all parties involved in theater at SPHS: members, students, administration, and the drama directors(s)/production staff (*i.e.*, musical director, band leader, tech leaders, choreographer).
- C. To lend all possible support to the SPHS drama programs.
- D. To the extent sufficient funding is available, provide scholarship funds for graduating SPHS students who have participated in an SPHS drama program.

Section 2: To work with the Drama Club Sponsor and the School Administration to build and promote general activities of the drama programs.

Section 3: To assist the Drama Club Sponsor's goals and objectives for their programs through monetary support and volunteerism in the school and community.

Article III: Basic Policies

The following are the basic policies of the Falcon Drama Boosters:

- A. Membership in the Falcon Drama Boosters shall be open to parents or legal guardians with an enrolled student involved during the current school year in the process and development of the drama programs at SPHS.
- B. The Falcon Drama Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- C. The name of Falcon Drama Boosters or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not related to promotion of Purposes of the Falcon Drama Boosters.
- D. The Falcon Drama Boosters shall not – directly or indirectly – participate or intervenes (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- E. The Falcon Drama Boosters shall not seek to direct the teaching or administrative activities of the Drama Club Sponsor and/or SPHS.
- F. The Falcon Drama Boosters may cooperate with any other organizations/associations and agencies concerned with youth theatrical arts, but persons representing the Falcon Drama Boosters in such matters shall make no commitments that bind the Falcon Drama Boosters.
- G. In the event of the dissolution of the Falcon Drama Boosters, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as stated by the Articles of Incorporation.

Article IV: Membership and Dues Monies

- A. Membership in the Falcon Drama Boosters shall be open to all parents or legal guardians of enrolled students, who are interested in furthering the tradition of quality in SPHS drama programs. Membership requirements may include filling out a membership registration form. Optional dues/donations and assistance with fundraising may be requested.
- B. Membership in the Falcon Drama Boosters shall be made available without regard to race, color, creed, or nation of origin, under such rules and regulations as may be prescribed in the bylaws of the Falcon Drama Boosters to any individual who subscribes to the Purposes and Basic Policies of the Falcon Drama Boosters.
- C. The Falcon Drama Boosters shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- D. Only members of the Falcon Drama Boosters shall be eligible to serve in any of the elected or appointed positions.
- E. Only members in good standing may vote. Family membership includes one vote per family. A vote must be cast by a parent or legal guardian.
- F. The membership of the Executive Board shall be made up of all the officers of the Falcon Drama Boosters and the Drama Club Sponsor. (see Article VIII).
- G. The Executive Board shall establish and implement procedures for collection of any membership dues or donations.

Article V: Election of Officers

Section 1: The officers of the Falcon Drama Boosters shall be a President, Vice President, Recording Secretary, Second Secretary/Webmaster, Treasurer, Member at Large Thespian Liaison, Member at Large Tech/AV Liaison, and other officers as necessary or advisable (*i.e.*, second vice president, past officer/advisor).

Section 2: Each officer of the Falcon Drama Boosters shall be a member of the Falcon Drama Boosters. All officers must have successfully passed an AACPS Fingerprint Check (which includes Background Check) or acquire one within 30 days of election.

Section 3: The call for nominations for Executive Board positions shall be sent out to the members in good standing at least 1 month prior to the date of the election. The nomination period will close 5 days prior to the election meeting date. The intent to run for an officer position shall be placed in writing. No nominations will be taken from the floor on the day of the election.

Section 4: Elections shall take place at a meeting prior to the end of the school year for the following school year. The officers shall assume their official duties following the close of the fiscal year in which they were elected. Only those persons who have signified their consent to serve if elected shall be elected to such office. A member must be present to vote. Votes shall be by paper ballot. Votes shall be counted by two individuals with oversight from SPHS faculty/administration.

Section 5: A person elected by a majority vote of the Executive Board shall fill a vacancy occurring in any office for the unexpired term. In case a vacancy occurs in the office of President, the Vice President shall assume the office of President until the next annual election. In the event that circumstances preclude the Vice President from assuming the office of President, then such office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Section 6: Upon expiration of the term of office or in case of resignation, each officer shall turn over to the incoming President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

Section 7: If the Executive Board determines another officer position is needed, it will be added prior to the annual elections during the nomination period, so that the position may be filled.

Section 8: Reason for removal. By two-thirds (2/3) vote of the Executive Board, an officer or chair shall be removed from office or from their respective committee for failure to perform duties, criminal misconduct, or unethical behavior in the organization's business.

Section 9: Officers elected to the Executive Board shall serve for a one-year term. Officers may serve for no more than a total of two years on the Executive Board regardless of the position(s) held.

Article VI: Duties of the Officers

Section 1: The President shall: (a) preside at all meetings of the Falcon Drama Boosters; (b) be responsible for the timely completion of all committee and officer tasks and the delegation of volunteer coordination; (c) liaison with the School Administration and Drama Club Sponsor; (d) partner with the Second Secretary/Webmaster to ensure prompt attention to any/all Falcon Drama Boosters email accounts; and (e) be an official member of all committees.

Section 2: The Vice President shall: (a) carry out duties assigned by the President and perform presidential duties in the absence of the President; (b) help ensure committees are functioning adequately and oversee volunteer fingerprinting and background checks; and (c) be an official member of all committees and represent and act on behalf of the President as requested.

Section 3: The Recording Secretary shall: (a) keep the minutes of the proceedings of general membership meetings and of the Executive Board; (b) partner with the Second Secretary/Webmaster to publish all general booster meeting minutes; and (c) perform all duties as from time to time may be assigned to them by the President or by the Executive Board, or may delegate tasks as appropriate, while maintaining responsibility.

Section 4: The Second Secretary/Webmaster shall: (a) maintain the Falcon Drama Boosters website and any other social media; (b) email and post notices of meetings and elections in accordance with the provisions of these bylaws; (c) disseminate information regarding forms, contracts, and volunteer sign-ups as directed by the President and/or other officers; (d) partner with the President to ensure prompt attention to any/all Falcon Drama Boosters email accounts. The Second Secretary/Webmaster will respond to all emails within 48-72 hours of the initial email or alert the officer appropriate to respond and request that they respond. If the Second Secretary/Webmaster is unsure how to or who should respond, they will contact the President, who will respond or delegate another officer to respond within 48-72 hours; (e) in general, perform all duties as from time to time may be assigned to them by the President or the Executive Board, or may delegate above tasks as appropriate, while maintaining responsibility.

Section 5: The Treasurer shall: (a) partner with the Executive Board to prepare the annual budget; (b) maintain accurate records and balances of all funds in Falcon Drama Boosters accounts; (c) deposit and record all funds received by Falcon Drama Boosters; (d) be the sole officer to transfer funds from any Falcon Drama Boosters financial accounts; (e) keep a full and accurate account of receipts and expenditures; (f) in accordance with the budget adopted by the officers, prepare disbursements of checks; (g) prepare and present a written financial statement for the Executive Board and general membership meetings and speak on the budget when requested; (h) maintain the Falcon Drama Boosters checkbook and debit/check cards; (i) provide cash boxes when necessary for drama program activities and productions; (j) summarize and record all financial transactions in the approved documented format (*i.e.*, spreadsheet, QuickBooks, etc.); (k) coordinate with the auditor and the tax preparer on the annual tax return, as necessary; (l) assist with fundraising to ensure accurate documentation and accounting of all fundraising endeavors with the fundraising chair or designated officer; (m) perform other duties as set forth in these bylaws; and (n) in general, perform all duties as from time to time may be assigned to them by the President or the Executive Board, or may delegate above tasks as appropriate, while maintaining responsibility.

Section 6: The Member at Large Thespian Liaison shall: (a) serve as liaison to cast/band/hair/makeup families and ensure direct communication between the Falcon Drama Boosters and the member families about booster activities; (b) partner with the President to ensure communication flow between all parties; (c) complete other duties as assigned throughout the year in support of the drama club programming; (d) in general, perform all duties as from time to time may be assigned to them by the President or by the Executive Board, or may delegate above tasks as appropriate, while maintaining responsibility.

Section 7. The Member At Large Tech/AV Liaison shall (a) serve as a liaison to Tech/AV families and ensure direct communication between the Falcon Drama Boosters and the member families about booster activities; (b) partner with the President to ensure communication flow between all parties; (c) complete other duties as assigned throughout the year in support of the drama club programming; (d) assist the Tech/AV advisors and member families with supplemental Tech/AV activities (*i.e.*, meals for builds, flair), as requested; and (e) in general, perform all duties as from time to time may be assigned to them by the President or Executive Board, or may delegate above tasks as appropriate, while maintaining responsibility.

Section 8: Additional officers shall provide such advisory, liaison, and support duties as established by their named office and required by the President and Executive Board.

Section 9: All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

Section 10. Any decision that needs to be made by the Falcon Drama Boosters between meetings can be made by a majority of the officers' approval.

Section 11. Appointment of committees and committee chairpersons for Falcon Drama Boosters programming will be made by a majority vote of the Executive Board.

Article VII: Drama Club Sponsor

The Drama Club Sponsor shall have power of advisory counsel and is a non-voting member of the Executive Board.

Article VIII: Meetings

Section 1: General membership meetings must occur at least four times per year. Meetings may be held either in person at the school or virtually if necessary.

Section 2: Special meetings of the Falcon Drama Boosters may be called by the President or by a majority of the officers, provided that two days' notice has been given. Notice will be given by email and by posting to social media and through the website.

Section 3: The general membership_election meeting shall be held before the end of the school year. An Executive Board meeting to adopt the budget shall be held no later than August 31.

Section 4: A quorum shall be declared if there is a minimum of four officers present at a meeting. One of the officers must be the President or Treasurer. A quorum is necessary for a vote to be official. Only the Falcon Drama Boosters members may vote.

Section 5: The Executive Board of the Falcon Drama Boosters may, at its discretion, meet to prepare for general membership meetings and to conduct the affairs of the Falcon Drama Boosters. These meetings may or may not be open to the public at the Falcon Drama Booster's discretion.

Article IX: Fiscal Year

The fiscal year of the Falcon Drama Boosters shall begin July 1st and end June 30th.

Article X: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Falcon Drama Boosters in all cases to which they are applicable and in which they are not in conflict with these bylaws.

Article XI: Amendments

These bylaws may be amended at any regular meeting of the membership by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon. Notice will be by email and posting to the Falcon Drama Boosters website.

Article XII – Effective Date

These bylaws shall take effect immediately upon adoption.